

York County Job Description

Job Title: Recording Clerk

Revision Date: 11/28/07

Full time ☒ **Part time** ☐

Hours of Work: 8:00 am – 4:30 pm

Hours per week: 40

Shift: Day

Department No: 15

Department Name: Recorder of Deeds

Reports to (title only): Randi L. Reisinger

To be completed by the Human Resources Department:

FLSA Status: ☐ Exempt ☐ Non-Exempt

Classification:

Grade Level:

Please complete the following to ensure that the essential functions and requirements are accurate, clear and consistent with the needs of the position.

POSITION SUMMARY

Recording clerk is responsible for recording of all legal real estate documents. This function includes but is not limited to the daily updates, changes, deletions and other correction for accuracy. Collection of fees for County, State agencies, local municipalities and school districts.

This position must also have excellent telephone etiquette skills to assign customers, and to address questions as they arise from the general public. This position must also have the ability to work in a fast paced environment.

ESSENTIAL REQUIREMENTS

- Position requires high school education or moderation knowledge of general business procedures and equipment/computer operations as may be obtained through a minimum of (2) years related work experience of the equivalent.
- The position requires the person to pass a County background check and have a clear criminal history with no record of conviction.
- Position requires excellent telephone etiquette
- Position requires customer service ability. Must be able to project a positive image when interacting with the general public and other County offices and agencies, attorneys, or title companies.
- Must be able to interact with co-workers, in a fast paced environment.
- Must be able to follow directions.
- Must have organization skills.
- Maintain various office machines, copiers, fax, subdivision plan copier, bar code reader, and others.
- Must set a good example for the staff regarding the knowledge, skills and abilities of his/her duties within the office.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Reviewing all documents for recording. Approximately 120,000 documents annually. Incoming mail, or title company documents, attorney's documents or general public. Review includes but not limited the following:
 - Calculations of realty transfer taxes for Department of Revenue
 - Calculations of realty transfer taxes for Local School Districts and municipalities
 - Original signatures
 - Correct and full acknowledgement for the signer of the legal document
 - Parcel number and address
- Responsible for checking all State forms.
- Responsible for the collections of high volume of money, cash and check.
- Photocopy projects for certification.
- Position requires knowledge of computer input and information retrieval practices.
- Excellent telephone etiquette to answer questions and help assists with realty transfer tax questions.
- Maintain all assessment computers and retrieval stations for the general public.
- Maintain and review all supplies and prepare requisitions for general supplies for the office.
- Responsible for returning all recorded documents to customers, by mail or by pick-up.
- Responsible for a log on all overnight mail.
- Responsible for all money within clerk's cash drawer. Must balance on a daily basis.
- Other reasonable duties as assigned by supervisor.

ESSENTIAL PHYSICAL AND MENTAL JOB REQUIREMENTS

Please check those items that apply to the *essential job functions* of the job title listed above. Each category **must** be completed.

1. Following Directions

- ☒ Full Understanding of Both Written and Verbal Instructions Required
- ☐ Understanding of Verbal Instructions Only Required
- ☐ Understanding of Written Instructions Only Required

2. Communication - English

- ☒ Excellent Verbal Communication Skills Necessary
- ☐ Basic Verbal Communication Skills Necessary
- ☐ Limited or No Verbal Communication Skills Necessary

3. Functional Reading - English

- ☒ Fluent Reading
- ☐ Recognition of Signs/Symbols
- ☐ Simple Reading
- ☐ No Reading Skills Required

4. Hearing

- ☒ Ability to Hear Required
- ☐ Limited Hearing
- ☐ Hearing Not Required

5. Seeing

- ☒ 20/20 Vision with Corrective Eyewear
- ☐ Limited Vision
- ☐ Vision Not Required

6. Functional Math

- ☐ Complex Computational Skills (Accounting and Financial Skills)
- ☒ Simple Computational Skills (Add, Subtract, Multiply, Divide, Percents)
- ☐ Simple Counting Skills
- ☐ No Mathematical Skills Needed

7. Time

- ☒ Must Tell Time to the Minute
- ☐ Must Recognize Specific Times (Arrival, Departure, Breaks, Lunch)

8. Orientation (Familiarity with Surroundings)

- ☐ Several Blocks From Building
- ☐ Building Only
- ☐ Work Area
- ☒ Room Only

9. Mobility Skills

- ☒ Mobility Within the Building
- ☐ Mobility Within a Four-Block Radius
- ☐ Driving Required

10. Sitting

- ☒ 75% - 100%
- ☐ 50% - 75%
- ☐ 25% - 50%
- ☐ Less than 25%

11. Standing

- ☐ 75% - 100%
- ☐ 50% - 75%
- ☐ 25% - 50%
- ☒ Less than 25%

12. Bending

- ☒ Knees and Waist
- ☐ Waist Only
- ☐ Knees Only
- ☐ No Bending Required

13. Lifting

- ☐ Greater than 30 lbs.
- ☒ 10 - 30 lbs.
- ☐ Less than 10 lbs.
- ☐ No Lifting Required

14. Reaching

- ☐ Greater than 6 Feet
- ☒ 2 - 6 Feet
- ☐ Less than 2 Feet
- ☐ Reaching Required

These statements are intended to describe the nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities and duties required of the job incumbents.